

Guide to Office-LinX Voicemail

Accessing your mailbox:

- From within the company, dial 4444
- From outside the company, dial (970) 923-0444, then dial * ## to access your mailbox.
- To log in to your mailbox from another internal ASC extension, dial * ##

Sending a message:

- From the Main Menu select option 1.
- Record your message and press #. After recording your message, enter the extension of the person or persons you wish to send it to, then press #.
- After addressing your message you can choose the following options...

- Send the message

* - Re-record the message

1 - Append to the message

2 - Review the message

8 - Save message in Drafts folder

Listen to your messages:

- From the Main Menu select option 2.
- To skip the envelope information, press # while it's playing.
- During playback you can use the following control keys...

3 = Pause

5 = Rewind 3 seconds

6 = Fast Forward 3 seconds

- To rewind or fast forward to the beginning or end of the message, press 5 or 6 twice in rapid succession.
- To rewind or fast forward in multiple increments of 3 seconds, pause for 1 second between pressing 5 or 6.
- At the end of the message you can choose the following options...

1 - Forward the message to another mailbox

2 - Mark the message as Unread

3 - Move the message to your Deleted folder

0 - Listen to the message again

- Skip to next message

Listen to a Deleted message:

- Deleted messages will stay in your Deleted folder for up to 14 days.
- From the Main menu, select option 8.
- If your Deleted folder is empty you will not hear option 8 in the Main menu.

Record your greeting(s):

Office-LinX allows you to have multiple greetings depending on your location. The appropriate greeting will automatically play when you set your location in the Greeting menu.

You can record your greetings using the following options...

1 - *Personal greeting*. This is the default greeting. If you don't record a Personal greeting the system will play the generic system greeting.

2 - *Busy greeting*. This is the greeting callers will hear when you are on a call. If you don't record a Busy greeting the system will play the Personal greeting.

4 - *At Home greeting*. This is the greeting callers will hear when you set your location to At Home.

9 - *Vacation greeting*. This is the greeting callers will hear when you set your location to Vacation.

Changing your location:

From the Greetings menu, select option 3.

You can set your location with the following options...

1 - *In Office*. The system will play your Personal greeting.

3 - *At Home*. You are at home or otherwise out of the office. The system will play your At Home greeting.

Changing your location (cont.):

6 - *Vacation*. You are away on vacation. The system will play your Vacation greeting.

8 - Review location status.

* - Return to Greeting menu.

- Return to Main menu.

From the Mailbox Options menu you can manage personal distribution lists, change your password and record your name as it appears on messages you leave to others.

Managing your Distribution Lists:

From the Main menu, select option 5, then option 1.

- To create a list, select option 1.
- To review an existing list, select option 2.
- To modify a list, select option 3.
- To delete a list, select option 4.

Changing your password:

From the Main menu, select option 5, then option 4 again. Follow the prompts.

Changing your Name greeting:

Your name greeting is the name other people hear when you leave them a message. This is typically JUST your name.

From the Main menu, select option 5, then option 5 again. Follow the prompts.

